



Cancellation of Payroll Deduction of Parking Fee Request Form **CS-783.2**

I request that the NYS Comptroller discontinue taking deductions from my salary checks associated with the cost of parking permit fees.

I understand that due to the OSC payroll lag I will not see the effects of this deduction cancellation for 2 pay periods, but that I have not been charged any additional fees. **I agree that I will return the permitted hang tag associated with this cancellation to the OGS Bureau of Parking Management to enact this stoppage of deductions.**

PLEASE NOTE: Cancellation of payroll deduction for parking permit fees can only be processed on the first day of a pay period.

Cancellation requests and hang tags received after the first day of a pay period will be processed effective the beginning of the next available pay period.

Parking permit fees are deducted in bi-weekly increments and cannot be pro-rated.

Name _____ Signature _____ Date _____

Cancellation Effective Date _____ Lot Assignment/ Permit Number _____

Agency _____ *NYS Employee ID Number _____

Leaving State Service Yes No

Changing Agency? Yes No

If yes, new agency: _____ Date: _____ Agency Department ID: _____

I request that my Employee Parking Profile remain active so that I can continue to compete for parking through the OGS Employee Parking System (**Not Applicable to those leaving State Service**)